



## Seasonal / Temporary Outdoor Sales or Event

APPLICATION DATE: \_\_\_\_\_ Rcvd by: \_\_\_\_\_ (City Employee Initials)

**TO ALL PARTIES REQUESTING A SEASONAL / TEMPORARY OUTDOOR SALES OR EVENT PERMIT, THE FOLLOWING REQUIREMENTS MUST BE MET AND UNDERSTOOD:**

1. The applicant must have paid for, and acquired an Occupational Tax Certificate to operate and conduct business in Hiram.
  2. The applicant must submit this application with all the required documentation as follows:  
PLEASE NOTE: Titleholder is the Property Owner / Manager and Applicant is the Business / Nonprofit requesting the event or temporary sign.
    - a. A copy of the applicant's current driver's license.
    - b. Completed application
    - c. **Notarized** S.A.V.E. Affidavit by applicant.
    - d. **Notarized** signature of titleholder of property
    - e. Plat or drawing of the property showing where the event/sales will be held, approved by the Paulding County Fire Marshal-770-222-1160. For events on the Corridor Overlay, please request a copy of the Corridor Overlay Ordinance from the City Clerk to make sure you are in compliance with the requirements.
    - f. If you plan to have vendors at the event, please provide a list of them, including their name, activity that will be performed, and their contact information. They must be permitted separately.
    - g. Check, money order or cash in the amount of \$50.00 for the application fee. This is a non-refundable fee.
- \*\*If upon review by the staff and City Operations Manager, the application is incomplete, missing required documentation, missing payment or unclear it will not be processed until all information is provided\*\*\***
3. Certain events may require additional permitting:  
Enclosed Tents: Call Paulding County Fire Department 770-222-1160.  
Any type of construction: Call Paulding Building Department 770-443-7571
  4. Firework Sales require permitting from the Paulding County Fire Department.  
Call PCFD at 770-222-1160 for scheduling.
  5. IT IS THE BUSINESS OWNER'S RESPONSIBILITY TO BE KNOWLEDGEABLE OF ALL STATE AND LOCAL REGULATIONS FOR YOUR TYPE OF EVENT.
  6. Permits are issued on a case-by-case basis for a maximum of four (4) times in a calendar year, per property. Your permit is issued upon review and approval of the City Manager. Each renewal will require a completed application and application fee to be submitted. **30 days** is the maximum allotted time for any issued permit.  
YOUR PREVIOUS APPLICATION WILL NOT BE USED FOR RENEWAL OR SERVE AS AUTOMATIC RENEWAL AT THE END OF THE PERMITTED PERIOD.
  7. This application may only apply to one location and is non-transferable.
  8. The permit can be revoked by the City of Hiram Staff or Hiram Police Department if found to be in violation of the permit rules and/ or the City of Hiram Zoning Ordinance and your event may be canceled by The City.
  9. Permits issued must be posted in a visible location at your place of business or event. If your event is in the parking lot the permit must be visible to all working City of Hiram staff for review at any time during your event.
  10. A viable permit is signed by the City Operations Manager and is sealed with the City of Hiram Seal. Photocopies cannot be used in lieu of an original permit for posting.

**THE CITY OF HIRAM REQUIRES A MINIMUM OF 5 BUSINESS DAYS IN ORDER TO REVIEW, VERIFY DOCUMENTATION AND ISSUE YOUR PERMIT. NO EXCEPTIONS. YOU WILL BE CALLED WHEN YOUR PERMIT IS READY FOR PICKUP.**

**By signing this page you understand the requirements and agree to abide by all current ordinances and regulations regarding your event / temporary sales permit to be issued. Failure to comply will result in immediate revocation of permit. Both titleholder and applicant understand this is one of four (4) allowable events in a year period for a dated period of no more than 30 days per issued permit:**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

PLEASE PRINT ALL INFORMATION:

**APPLICANT MUST COMPLETE PERSONAL/BUSINESS INFORMATION:**

Applicant: (Business / Non-Profit Name) \_\_\_\_\_

Person Completing Application and Responsible Party for Event: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Responsible Person Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Current Business License Number : \_\_\_\_\_

Location of Property for Event: \_\_\_\_\_

Nearest intersection or cross streets / Name of shopping center business is located in

Parcel ID No. for property: \_\_\_\_\_ (you must provide this number in order for permit to be considered)

Description of Temporary / Seasonal Sales and/ or Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

Also, please provide the times the event/sale will occur: \_\_\_\_\_

**TITLEHOLDER MUST COMPLETE INFORMATION:**

Name of Property Titleholder Company: \_\_\_\_\_

Contact person at titleholder company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Titleholder contact phone: \_\_\_\_\_

Titleholder Signature: \_\_\_\_\_

**Signature must be Notarized Below / Application not accepted without notary signature**

I, as titleholder/representative/approved agent, hereby grant permission for the above-referenced activity on my property and I further understand this is one of four events allowed on this property in this calendar year, with 30 days being the max for any given event.

*SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE YEAR \_\_\_\_\_.*

\_\_\_\_\_  
Notary Public Signature:

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_  
Seal:

**CITY STAFF COMPLETES:**

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Received the following documents:

Occupational Tax Certificate: \_\_\_\_\_

Page One Signed by Applicant: \_\_\_\_\_

Copy of Applicant's Driver's License: \_\_\_\_\_

Notarized Titleholder Signature: \_\_\_\_\_

Application Fee Paid in Full: \_\_\_\_\_

Plat or Drawing of Event on Property: \_\_\_\_\_

Notarized SAVE by applicant: \_\_\_\_\_

(approved by Fire Marshal)

OPERATIONS MANAGER

Present Zoning District(s): \_\_\_\_\_ Property in City of Hiram Limits: YES / NO

APPROVED / DENIED      **Beginning Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REASON (if denied): \_\_\_\_\_

\_\_\_\_\_

# CITY OF HIRAM

## S.A.V.E. Affidavit Verifying Status for Business Transactions with City of Hiram

By executing this affidavit under oath, as an applicant for a City of Hiram *Temporary Sales Event Permit*,

I am stating the following with respect to my application to The City of Hiram for the license, permit or other public benefit as indicated above.

\_\_\_\_\_ [Applicant's Name]

\_\_\_\_\_ [Name of Business]

[check the blank that applies below]

1) \_\_\_\_\_ I am a **United States citizen** 18 years of age or older and have provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1(e)(1), with this affidavit, which can best be described as:

\_\_\_\_\_

**OR**

2) \_\_\_\_\_ I am a **legal permanent resident** 18 years of age or older or I am an otherwise qualified alien or nonimmigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\* All persons that check this box must be verified through DHS's SAVE program. (Must include a copy of your current State Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)

In making the above statement under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Section 16-10-20.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### NOTARIZATION REQUIRED:

SUBSCRIBED AND SWORN BEFORE ME ON  
THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary Public Signature & Seal

\*Alien Registration number for non-citizens

My Commission Expires: \_\_\_\_\_

**\*Note:** O.C.G.A. § 50-36-1(3)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_  
Alternate Identifying number for qualified aliens who do not have an A.R. number

**Return to: City of Hiram, 217 Main Street, Hiram, GA 30141**

**Please supply an E-mail address which the City may use for any future correspondence to your firm or to request this form in subsequent years:**

**E-mail** \_\_\_\_\_